

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - ATASCADERO  
PLANT OPERATIONS**

<b>JOB CLASSIFICATION: CASUAL LABORER (Skilled Trades Journeyperson)</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -**

A variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings, building facilities, grounds, and other related work.

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| 30%  | Assist with the installation of the hospital-wide ligature resistant project; including but not limited to <b>installing standard plumbing equipment, fixtures, locks and hardware, door equipment, shower equipment and fixtures, installation of furnishings and general cleanup</b> to best satisfy the needs of the hospital.  |
| 30%  | <b>Installation and repair of various facility fixtures, equipment and systems; including but not limited to the removal of old roofing, the application of new roofing systems, replacement of rain gutters, the removal and reinstallation of equipment in the area to be reroofed, fencing and soil erosion repair, concrete, asphalt and general cleanup</b> to best satisfy the needs of the hospital.  |
| 30 % | Remodeling of occupied and unoccupied spaces. This includes but is not limited to the <b>installation and repair of, flooring, fixtures, cabinets, furnishings, computers and hardware. Scrape, sand and fill surfaces in preparation for painting and finishing; apply undercoats and finish coats with brush or by spray machines; paper hang; and match paints and finishes; clean and maintain brushes and other equipment; paint simple designs; estimate the cost of painting jobs;</b> advise in the selection, ordering and storing of painting materials; consult with other tradespeople; keep simple records and make reports, and general cleanup to best satisfy the needs of the hospital. |
| 5 %  | <b>Understands and knows location of Material Safety Data Sheets and protective gear</b> in regard to any hazardous material they may be required to use. <b>Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations Policies. Maintains daily tool control procedures.</b>   |

5 %                    **Movement of tools, equipment and materials. Assists in moving tools and equipment. Lifts and carries a minimum of 70 pounds, cleans, stacks, organizes and maintains various wood, metal and aggregate material**

## **2. SUPERVISION RECEIVED**

The Casual Laborer is supervised by the Utility Shops Supervisor under the direct supervision of the Supervisor of Building Trades.

## **3. SUPERVISION EXERCISED**

N/A

## **4. KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Principles, methods, materials, tools, equipment and terminology of the specific skilled trade or craft and current industry safety practices.

### **ABILITY TO:**

Understand written and spoken English and perform arithmetic at a level required for successful job performance; keep records and prepare reports; assist in assigning work and directing staff; follow oral and written directions; read, interpret, and work from plans, drawings, and specifications where applicable; and work at moderate heights when applicable.

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

### **CPR (at facility option)**

N/A

### **MANAGEMENT OF ASSAULTIVE BEHAVIOR (at facility option)**

N/A

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC AND TECHNICAL COMPETENCIES**

Ability to install various facility fixtures, equipment and systems, including but not limited to: fencing, concrete, asphalt, furniture, computers and hardware, plumbing, locks and hardware, doors and hardware, shower fixtures and rain gutters. Ability to repair various facility equipment and systems including but not limited to: erosion control issues, foundations, concrete systems, asphalt roadways and roof systems. Assists tradespeople in various work projects. Conforms to all Administrative Directives. Maintains relationship security in the workplace.

## **6. LICENSE OR CERTIFICATION**

N/A

## **7. TRAINING – Training Category = 9**

The employee is required to keep current with the completion of all required training.

## **8. WORKING CONDITIONS (FLSA)**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and float to other work locations as determined by the operational needs of the hospital. All employees are required to have a health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Casual Laborer	_____ Date
_____ Supervisor Signature	_____ Utility Shops Supervisor	_____ Date
_____ Supervisor Signature	_____ Supervisor of Building Trades	_____ Date
_____ Reviewing Supervisor Signature	_____ Chief of Plant Operations III	_____ Date

